



CALIFORNIA
NORTHSTATE
UNIVERSITY

Executive Administrative Assistant to the Dean – Staff California Northstate University College of Dental Medicine, Elk Grove, California, USA

Job Title: Executive Administrative Assistant to the Dean, College of Dental Medicine, California Northstate University

Job Classification: Full-time, hourly, non-exempt \$20.00/hr

Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Reporting Responsibility: Report directly to the Dean of the College of Dental Medicine

Job Description:

1. Provides executive administrative support to the Dean of the College of Dental Medicine and oversees the Office of the Dean
2. Plans and organizes administrative support activities; works to support one or more functional units
3. Manages and oversees the maintenance of the Dean's schedule, obtains and provides relevant information for scheduled appointments, and oversees Dean's travel arrangements
4. Coordinates the preparation of events and large-scale meetings hosted by or involving the Dean and the College
5. Coordinates with College faculty and staff on such administrative and operational matters as personnel, accounting, purchasing, building maintenance/repair, and IT and telephone services
6. Provides administrative support to the Dean's Executive Committee
7. Maintains/Tracks College records on budgetary spending and allocations, policies, hiring materials
8. Provides administrative support, prepares agendas and takes minutes for committee meetings weekly

9. Prepares purchase requests for the college, following up the CFO for approval and placing all orders.
10. Other duties and functions to be assigned

Additional Requirements: Possession of a valid California Class C Driver's License may be required. Independent travel between work sites, or facilities may be required.

Knowledge of: Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques; standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; personnel, payroll and purchasing procedures; clerical/technical level accounting and basic budgeting practices; English usage and grammar

Skill in: Taking dictation, the use of computer keyboards, MS Office suite, CAMS software and other programs as needed for position duties, and peripheral equipment

Qualifications:

- A Bachelor's degree or equivalent required, and minimum three years' experience in executive level support preferred with a high degree of supervisory skill
- Experience in higher education preferred
- Excellent written and oral communication skills
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University, College of Dental Medicine and the community
- Ability to problem-solve with strong decision-making capability
- Demonstrated ability to work effectively in teams as well as independently
- Proven ability to handle confidential information with discretion
- Demonstrated ability to achieve high performance goals and meet deadlines
- Adaptable to the various competing demands in a high paced environment
- Actively seeks opportunities and proposes solutions; forward thinker

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please submit your cover letter, CV, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.